

U.S. Embassy Rabat ✧ Human Resources Office
Vacancy Announcement
SAFETY PROGRAM COORDINATOR
Announcement Number: 11-18

OPEN TO: ALL INTERESTED CANDIDATES

POSITION: SAFETY PROGRAM COORDINATOR, FSN-08, FP-6*

OPENING DATE: Tuesday, May 17, 2011

CLOSING DATE: Tuesday, May 31, 2011

WORK HOURS: Full-time, 40 hours/week

SALARY: *Not-Ordinarily Resident: \$ 44,737 p.a. (Starting Salary based on 40 hours)
(Position Grade: FP-6 following confirmation by Washington)

*Ordinarily Resident: Gross Salary DH 191,285 p.a. (Starting Salary based on 40 hours including allowances, competitive bonus and benefits package)
(Position Grade: FSN-08)

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Rabat is seeking an individual for the position of Safety Program Coordinator.

BASIC FUNCTION OF POSITION:

The incumbent will assist Post Occupational Safety and Health Officer (POSHO) in carrying out the day-to-day functions of the Safety, Health and Environmental Management (SHEM) and Fire Protection Division (FIR) programs at post. S/he is also responsible for ensuring that all government owned and leased property in the country meet the requirements of safety, fire and quality standards as well as other related departmental requirements, monitoring, evaluating, inspecting and conducting quality assurance inspections on work performed by contractors and maintenance personnel, and maintaining records on all ongoing building and equipment maintenance and repair work. Incumbent will also provide construction management services for the full variety of projects undertaken by the embassy.

QUALIFICATIONS REQUIRED

NOTE: *All applicants **must** meet all qualifications and provide supporting documentation for each criterion below*

Education: Engineering degree is required.

Experience: 3 years experience in applied/practical engineering is required.

Language: Level 3 (Good Working Knowledge) in English, and French is required. Level 4 (Fluency) in Arabic is required.

Knowledge:

-Ability to interpret drawings, schematics, blueprints and one liners is required.

-Sufficient knowledge in any of the following: HVACs, Chillers, Generators, Electrical Distribution System and Building maintenance is required.

-Construction management experience is required.

-Following training, Comprehensive knowledge of SHEM and OSHA guidelines and required practices and procedures and general specialist knowledge of environmental safety standards are required.

-Familiarity with 6 sigma, ISO 9001, US Govt. project execution and methods submittal is required.

Abilities and Skills:

-Computer proficiency is required.

-Must possess excellent written and oral skills in order to conduct training and drafting of correspondence and reports.

-Ability to coordinate, prioritize and oversee multiple projects is required.

-Excellent interpersonal and communication skills are required.

SELECTION PROCESS

When equally qualified, US Citizen EFM's and US Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.

2. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

3. Currently employed US Citizen EFM's who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

5. Current Ordinarily Resident employees must serve in the same position for a period of 52 weeks before being eligible to apply for advertised positions. A waiver to this requirement by the employee and cleared by the American supervisor must be submitted to the Human Resources Officer for approval prior to applying for a position.

TO APPLY

Interested applicants for this position must submit the following for consideration of the application:

1. Universal Application for Employment, DS-174 form.
2. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
3. Any other documentation (e.g. education diplomas, essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION

- a) By mail to: Human Resources Office
Attention: Vacancy Announcement 11-18
Address: 2 Avenue Mohamed El Fassi (ex-Marrakech), Rabat
- b) By e-mail: RecruitmentRabat@state.gov

Important: If your application has been selected for further consideration, you will be contacted within 3-6 weeks from the closing date of this vacancy announcement for further testing and/or interview.

***DEFINITIONS**

1. US Citizen Eligible Family Member (USEFM) – **For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:**

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

2. EFM: An individual related to a US Government employee in one of the following ways:

- Spouse;
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

3. Member of Household (MOH) – An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. Not Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. Ordinarily Resident (OR) – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.

The US Mission in Morocco provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.

The department of State strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.



INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2).				
1. Post Rabat		2. Agency State		3a. Position Number 100543
3b. Subject to Identical Positions? Agencies may show the number of such positions authorized and/or established after the "Yes" block. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
4. Reason For Submission <input checked="" type="checkbox"/> a. Redescription of duties: This position replaces (Position Number) 100543 , (Title) Safety Program Coordinator (Series) 1205 (Grade) 8 <input type="checkbox"/> b. New Position _____ <input type="checkbox"/> c. Other (explain) _____				
5. Classification Action	Position Title and Series Code		Grade	Initials
a. Post Classification Authority	Quality Assurance, A/POSHO, FSN-1015			
b. Other				
c. Proposed by Initiating Office				
6. Post Title Position (If different from official title) Quality Assurance Engineer, A/POSHO		7. Name of Employee		
8. Office/Section Management		a. First Subdivision Facility Maintenance		
b. Second Subdivision		c. Third Subdivision		
9. This is a complete and accurate description of the duties and responsibilities of my position. _____ Printed Name of Employee _____ Signature of Employee Date (mm-dd-yyyy)		10. This is a complete and accurate description of the duties and responsibilities of this position. _____ Printed Name of Supervisor _____ Signature of Supervisor Date (mm-dd-yyyy)		
11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position. _____ Printed Name of Chief or Agency Head _____ Signature of Section Chief or Agency Head Date (mm-dd-yyyy)		12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. _____ Printed Name of Admin or Human Resources Officer _____ Signature of Admin or Human Resources Officer Date (mm-dd-yyyy)		
13. Basic Function Of Position 1. Safety Program Coordinator. Assist Post Occupational Safety and Health Officer (POSHO) in carrying out the day-to-day functions of the Safety, Health and Environmental Management (SHEM) and Fire Protection Division (FIR) programs at post. Assures that all Government owned and leased properties in the mission meet the Safety, Fire and Quality standards as well as other related department requirements. 2. Quality Assurance Engineer. Monitor, Evaluate, Inspect and conduct quality assurance inspections on work performed by contractors and maintenance personnel. Document and Report on all ongoing building and equipment maintenance & repair work.				
14. Major Duties and Responsibilities Inspection 20% _____ % of Time Inspects work performed by contractors and maintenance staff and their various functions to insure quality materials are being used correctly, workmanship is up to Standard and that the work site is returned to normal following completion of work. Advises the Facility manager about deficiencies found. Schedules and performs required safety, health and fire inspections of all USG facilities including offices, residences, annexes and warehouse for conditions that pose an imminent threat to occupants and structures. Performs visual inspections of fire detection, alarm, and suppression systems when installed in buildings. Inspects high hazard areas as delineated in 6 FAM 617.1(c) at least twice per year. Identifies hazards and evaluates safety risks using SHEM and FIR standards and references, and Occupational Safety and Health Administration guidelines. Determines methods for correcting identified safety.				

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(See Addendum 1)

15. Qualifications Required For Effective Performance

- a. Education
Engineering Degree
- b. Prior Work Experience
Three years experience in applied/practical engineering, familiar with 6 sigma and ISO 9001. Familiar with US Gov't. project execution and methods submittal. Experience in reading and interpreting mechanical, civil and electrical blueprints, drawings and schematics. Experience in Quality Control and/or Quality Assurance of mechanical, electrical and civil processes.
- c. Post Entry Training
Occupational Safety and Health training as well as attendance at appropriate SHEM seminars
- d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (*II, III*) and specialization (*sp/read*).
Level 3 English Speaking and Writing
Level 3 French Speaking and Writing, including translations
Level 4 Arabic Speaking and Writing including translations
- e. Job Knowledge
Able to interpret drawings, schematics, blueprints and one-line diagrams. Sufficient knowledge in any of the following: HVAC, Chillers, Generators, Electrical Distribution Systems and Building Maintenance. Comprehensive knowledge of SHEM and OSHA guidelines and required practices and procedures. General specialist knowledge of environmental safety standards.
- f. Skills and Abilities
Standard level keyboard and computer skills to include specialized software, database management, spreadsheets, etc. Must possess excellent written and oral skills in order to conduct training and drafting of materials and reports in the performance of duties. Ability to coordinate, prioritize and oversee multiple projects. Exception interpersonal and communication skills.

16. Position Element

- a. Supervision Received
Direct supervision by the Post Occupational Safety and Health Officer/Facility Manager
- b. Supervision Exercised
In Safety and Quality matters, ensures adherence to standards and relevant safety measures. Implements check points.
- c. Available Guidelines
15 FAM 800, 15 FAM 900, OBO Safety, Health and Environmental Management, Fire Standards, 6 FAM 600 SHEM Program, 6 FAM 780 FIR program, 6 FAM 617 and 6 FAM 780 Government Owned and Leased Property Requirement, 6 FAM 700 Facility Maintenance Handbook, US Codes (Building, Mechanical, Electrical, Water, Sewer), American Commercial Standards, Customary Work Ethics, Local Procedures and Protocols.
- d. Exercise of Judgment
In matters related to Safety and Quality, must be able to advise on materials, items, correct tools and safety equipment required to complete the repair or project safely and efficiently. As needed to keep equipment operational and to avoid loss or damage to mission personnel and property. Take initiative to research problems and find innovative solutions where no funds are involved.
- e. Authority to Make Commitments
Authorized to commit funds for the procurement of supplies and materials necessary to support the safety program and training of individuals.
- f. Nature, Level, and Purpose of Contacts
Frequent contact with US employees and families in both Rabat and Casablanca. Must work harmoniously with maintenance and repair personnel. Daily contact with American and LES employees of all USG agencies and at all organizational levels, and contractors in the performance of duties, including local and government health and safety officials. Contact with OBO officials in Washington.
- g. Time Expected to Reach Full Performance Level
3 to 6 months